

PERSONNEL SERVICES SPECIALIST I

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: May 15 – 18, 2000

Collective Bargaining Identification: R01

Job Analysis Conducted By: Debbie Cade, Staff Services Analyst

Number of Incumbents: Per Department of Corrections Filled/Vacant Position Report dated December 29, 2000 there are 270.70 incumbents in this classification.
Note - at the time this job analysis was conducted the Filled/Vacant Position Report was not available.

Subject Matter Expert(s):

Debra Foss	Personnel Services Supervisor II
Chris Drummond	Personnel Services Supervisor II
Carmelita Sadorra	Personnel Services Specialist I
Dale Cafrey	Personnel Services Supervisor I

INFORMATION GATHERING
PERSONNEL SERVICES SPECIALIST I

The tasks and knowledge, skills, and abilities statements for this job analysis were developed by:

- consulting with the Subject Matter Experts and
- the State Personnel Board's class specification.